

**B. A. DEGREE END SEMESTER EXAMINATION - MARCH 2025****SEMESTER 4 : ENGLISH****COURSE : 19U4VCENG4 : VOCATIONAL 4: THE TECHNIQUE OF COPY EDITING***(For Regular 2023 Admission and Improvement/Supplementary 2022/ 2021/2020/2019 Admissions)*

Time : Three Hours

Max. Marks: 75

**PART A****Answer All (1 mark each)**

1. What is hair space?
2. Placing sheets of tissue between the printed sheets as they are taken from the press is called -----.
3. Define a dummy.
4. In traditional printing, the person who sets the type is known as -----.
5. What is libel?
6. An Em is also called -----.
7. What is jargon?
8. Define paste-up dummy.
9. Who acts as a buffer between the printer and the publisher?
10. Define casting off.

**(1 x 10 = 10)****PART B****Answer any 8 (2 marks each)**

11. In what form did books exist prior to the invention of printing?
12. What is negligent misstatement?
13. What do you mean by level of presentation?
14. Define vetting.
15. What is Rotary press?
16. What is known as galley?
17. Why is letterpress printing known as relief printing?
18. Explain the process of dummy preparation?
19. What are unsolicited manuscripts?
20. What are the special features of a reference book?

**(2 x 8 = 16)****PART C****Answer any 5 (5 marks each)**

21. Editing reports requires special skill. Comment.
22. How to design a textbook?
23. Write a brief note on the point system.
24. Explain different styles of binding.
25. Explain the relevance of format in a publishing house.
26. Briefly explain Typographical Signposts.
27. Academic papers have to undergo rigorous editing. Substantiate.

**(5 x 5 = 25)**

**PART D**

**Answer any 2 (12 marks each)**

28. Copy editing is not a mechanical act, instead it is an art. Discuss.
29. What are the duties of a copy editor in a publishing house?
30. Write an essay on printing techniques.
31. Explain the importance of visualisation in printing.

**(12 x 2 = 24)**